



# City of Wenatchee Parks and Recreation

## Park Facility Reservation Application

### CONTACT INFORMATION

Person Responsible: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### RESERVATION INFORMATION

Name of Use/Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Description: \_\_\_\_\_

Date (s): \_\_\_\_\_ Time (s): \_\_\_\_\_

Costs:	City Resident	1-4 hours	\$30	Over 4 hours	\$50
	Non-City Resident	1-4 Hours	\$33	Over 4 Hours	\$55

Location:	<input type="checkbox"/>	Centennial Park Stage	Special Event Permit required for	200+ people
	<input type="checkbox"/>	Lincoln Park Stage	Special Event Permit required for	200+ people
	<input type="checkbox"/>	Lincoln Park Picnic Shelter	Estimated Shelter Capacity:	30 people
	<input type="checkbox"/>	Rotary Park Picnic Shelter	Estimated Shelter Capacity:	100 people
	<input type="checkbox"/>	Methow Park Picnic Shelter	Estimated Shelter Capacity:	20 people
	<input type="checkbox"/>	Washington Park Picnic Shelter	Estimated Shelter Capacity:	50 people
	<input type="checkbox"/>	Pioneer Park Barbecue Area	Estimated Area Capacity:	75 people

### INDEMNIFICATION AGREEMENT

The sponsor/authorized representative agrees to defend, indemnify and hold the City of Wenatchee, its appointed and elected officials, employees and agents form and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### AFFIDAVIT OF APPLICANT

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Wenatchee.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ How Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

## Facility Use Policies

Please observe the following Park Facility Use Policies during your use.

### Initial

#### RESERVATIONS

- \_\_\_\_\_ 1. The reservation form must be filled out completely. Reservations must be received a minimum of five (5) business days prior to the reservation date and no earlier than one (1) year in advance.
- \_\_\_\_\_ 2. All picnic shelter and stage reservations will be taken on a first-come, first-served basis at the Parks and Recreation Office. The office is open from 8:00a.m. to 5:00p.m. Monday through Friday - excluding holidays.
- \_\_\_\_\_ 3. Facility reservation fees must be paid at the time of reservation.
- \_\_\_\_\_ 4. Parties with reservations will have priority for use of the shelter during the time(s) reserved. Please bring a copy of your reservation receipt with you for verification of reservation on that day. Unless otherwise reserved, the picnic shelter is available for public use on a first-come, first served basis from 6:00 am to 10:00pm.
- \_\_\_\_\_ 5. Depending upon the size and type of the event, users may be required to complete a *Special Event Permit Packet*. A Special Event Permit is required for gatherings of 200 or more persons, facility use outside of normal hours, fair, show, concert, festival, carnival, rally, party, filming of a movie, video or television show, event with alcohol, or other attended entertainment or celebration that is to be held in whole or in part in the park. Persons conducting a special event are responsible for providing a copy of *special event insurance* in the amount of \$1,000,000 naming the City as additional insured.
- \_\_\_\_\_ 6. Concert Requirements – Must adhere to City Noise Ordinance (WMC 6A.040) and is subject to a post event evaluation. The portion of the code that restricts noise and applies to concerts or amplified sound includes: Loud and raucous, or frequent, repetitive, or continuous sounds created by musical instruments, audio sound systems, band sessions, or other devices capable of producing, amplifying, or reproducing sound which unreasonably disturbs or interferes with the peace, comfort and repose of another and can be clearly heard by a person of normal hearing at a distance of 50 feet or more from the property from which the sound originates. Yelling, shouting, hooting, whistling or singing on or near city streets, particularly between the hours of 11:00 p.m. and 7:00 a.m., or at any other time and place which unreasonably disturbs or interferes with the peace, comfort and repose of another. Event must conclude no later than 9:00 p.m. No refunds of event fees will be given in the case of cancellations due to noise.
- \_\_\_\_\_ 7. The Parks and Recreation Department reserves the right to cancel the permit for cause at any time.

#### FACILITY USE

- \_\_\_\_\_ 1. Please help keep the shelter and surrounding areas clean for the next group. Shelters are generally used continuously throughout the day, often with little maintenance time between each group. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated. Please read and adhere to the important information below. Keep this information with you and be sure to bring a copy of your reservation receipt with you on the date of your event.

- \_\_\_ 2. Wenatchee City Parks are Tobacco Free Zones. Use of tobacco products is not allowed.
- \_\_\_ 3. Reservation times include event set up and clean up. Please be sure to follow the requirements for clean up:
- Remove all materials brought to the picnic shelter or stage including food and beverages.
  - All trash must be placed in the trash receptacles. Renters are responsible for removing trash in excess of the provided trash receptacle. Providing additional trash bags is the responsibility of the renter.
  - Recyclable materials should be placed in designated containers when available.
  - All decorations must be disposed of properly.
  - Vacate the shelter at the designated time.
- \_\_\_ 4. Picnic tables, trash receptacles and any other park furniture must be left in place unless previously authorized. A limited number of tables will be at each location. You may bring additional tables with you. They may also be rented locally.
- \_\_\_ 5. Vehicles are not allowed in the park except in designated parking spaces. Rotary Park users must park in the parking lot. Street parking is for shelter loading and unloading only.
- \_\_\_ 6. Your reservation has guaranteed the use of the shelter for the time requested only. Staying beyond your reserved time and inconveniencing either another renter or prohibiting the general public from using the shelter will result in future denial when requesting the use of a park facility.
- \_\_\_ 7. Rental of the facility includes only that area requested. The play equipment and general park areas are available to the public from 6:00am to 10:00pm. Please be aware that your reservation does not prohibit the public from using these areas.

#### REFUNDS

- \_\_\_ 8. Cancellations by the City due to misuse of a facility or failure to follow facility policies may result in forfeiture of all fees, expulsion from the facility and denial of future use requests.

Refunds are subject to a Processing Fee as established by the City Council in the fee ordinance unless cancelled by the City.

Refund requests must be accompanied by a completed and signed Refund Request Form, copy of original receipt and, if applicable, proof of injury or illness, copy of registration or reservation form indicating the date that the participant withdrew or reservation was cancelled.

Park Facility Rentals are not eligible for refunds due to weather, natural occurring factors or other events such as fire unless cancelled by the City.

Twenty one days or more prior to reservation - To be eligible for a full refund, a written request must be submitted to the City a minimum of twenty-one (21) days prior to the reservation.

Twenty to seven days prior to reservations - Written requests submitted during this time period will receive a 50% refund for Reservation Fees.

Less than seven days prior to the reservation - Not eligible for refunds.

# Park Regulations

For your safety and enjoyment, please observe the following when utilizing city parks and recreation facilities:

Initial

## PARK RULES (Summarized from Wenatchee Municipal Code 6A.18.000)

- \_\_\_\_ 1. The City assumes no liability for the condition of park property subject to the regulations, for the adequacy of the regulations on park property, or for claims for damages arising from the failure to enforce them.
- \_\_\_\_ 2. Persons using facilities by permit will be required to protect, save and hold the City, its elected and appointed officials and employees while acting within the scope of their duties, harmless from and against all claims, demands, and causes of action of any kind. The misuse of a park facility or the failure to conform to the regulations, the instructions of Department employees, or the conditions of a permit will be sufficient reason for denying any future permits.
- \_\_\_\_ 3. City parks are open to the public from 6:00 a.m. to 10:00 p.m.
- \_\_\_\_ 4. No operator of any motor vehicle, shall drive or park such vehicle in any City park area, except in the designated parking area, or in another area with an approved Special Event Permit.
- \_\_\_\_ 5. Bicycles may be operated only on paved and graveled trails and/or designated trails.
- \_\_\_\_ 6. Skateboarding is prohibited upon any public sidewalk where signs prohibit the activity.
- \_\_\_\_ 7. Launching, takeoff and landing of aircraft is prohibited in all city parks, except aircraft used to transport injured persons in the event of an accident, disaster or emergency.
- \_\_\_\_ 8. Launching of rockets is allowed in designated city parks with a Special Event Permit and following the specifications designated in the Wenatchee Parks and Recreation policy and procedure manual.
- \_\_\_\_ 9. Dogs must be under control by means of a leash. Handlers are required to have in their possession the equipment necessary for, and are required to, pick-up, bag, and dispose of all animal waste, left by their pets, in a proper disposal can.
- \_\_\_\_ 10. No person shall hunt, catch, or injure any wild animal or bird on park property.
- \_\_\_\_ 11. Overnight camping is prohibited on park property without a Special Event Permit.
- \_\_\_\_ 12. Campfires are prohibited on park property except in designated areas.
- \_\_\_\_ 13. Charcoal barbecues are prohibited except in designated areas or with an approved Special Event Permit.
- \_\_\_\_ 14. Depositing trash or litter on any park property, except in public receptacles is prohibited.
- \_\_\_\_ 15. The sale of food, drink, other merchandise, rental of any merchandise or materials, or any services on park property is prohibited, unless the seller has either written permission from the Parks and Recreation Director, or a concession sales contract with the City of Wenatchee.

- \_\_\_\_\_ 16. It is unlawful to distribute or post any handbills, circulars or place or erect any signboard, sign, advertising, decoration, or similar structure on any park property, without the written permission of the Parks and Recreation Director.
- \_\_\_\_\_ 17. It is unlawful for any person to engage in any activity that has been deemed potentially hazardous to public safety on park property, or incompatible with park property usage as designated.
- \_\_\_\_\_ 18. It is unlawful for any person to practice or play golf, baseball, cricket, polo, lacrosse, archery or hockey, except at park areas set apart and/or designated for such purposes by the Parks Department, which will not conflict in any way with normal park usage.
- \_\_\_\_\_ 19. Except as may otherwise be permitted by the City, games of any kind are prohibited in parking lots and roadways of all City park facilities.
- \_\_\_\_\_ 20. The possessing, opening, or consuming of any alcoholic beverage on park property is prohibited, except in those areas, or at those events that:
  - 1. Have appropriate licensing from the State of Washington; and
  - 2. Have an approved Special Event Permit.
- \_\_\_\_\_ 21. No person shall possess, discharge, set off, or cause to be discharged, in or into any City park area, any firecracker, torpedo, firework, explosive, or substance harmful to the life or safety of persons or property, unless so authorized by a Special Event Permit.
- \_\_\_\_\_ 22. Discharge of a firearm, bow and arrow, crossbow, or air or gas weapon in a city park is prohibited.
- \_\_\_\_\_ 23. It is unlawful for any person to remove, injure, deface, damage, or destroy park property. This prohibition applies to all aspects of the natural or landscaped environment and to any structure, object, equipment, improvement, or other park property.
- \_\_\_\_\_ 24. It is unlawful to collect, gather, or harvest natural resources or other materials on park property except by written permission of the Parks Director.
- \_\_\_\_\_ 25. The following is prohibited without the written permission of the Parks Director: Place, erect, or maintain any structure or obstruction of any kind on park property; Deposit or store any refuse, debris, vegetation, personal property, litter, or any other material on park property; Mow, prune, cut, clear, plant on, or otherwise alter or disturb any park property.